

PERSONNEL BOARD - 09

MISSION

The Personnel Board ensures that County employees and applicants for employment are protected against abuses by agency management, from arbitrary and capricious actions, and are provided the fullest measure of due process in the pursuit of disputes with management. It assures that agencies make employment decisions in accordance with merit system principles and that the County merit system is kept free of prohibited personnel practices. The Board has a statutory mandate to adjudicate employee appeals from alleged wrongful personnel actions. Its appellate authority emanates from the County's Charter and the County Code and extends to County employees and its applicants for employment.

DESCRIPTION OF SERVICES

- Provides oversight of the County's personnel policies, practices, and procedures.
- Advises the County Executive, County Council, and County officials on matters concerning the administration of the County classified service and personnel regulations.
- Provides a fair and impartial process, through hearings, for those who believe their rights have been abridged under the law as a result of a personnel-related action.

FY2002 HIGHLIGHTS

- The Personnel Board experienced a significant drop in its caseload during FY2002. Changes in the personnel laws allowed staff members to process some appeals more efficiently without the need for full review by the Personnel Board.
- A hearing examiner provided legal services to the Personnel Board by hearing appeals of applicants for public safety positions, which constitute a majority of the appeals pending before the Board.

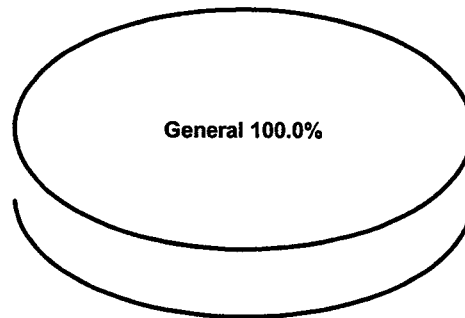
FY2003 OVERVIEW

The Personnel Board will continue its efforts to reduce the backlog of appeal cases. Personnel Board members who serve under the Administration of the incoming County Executive will receive an increase in their monthly stipend as mandated by CB-22-2000.

	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATED	FY2003 APPROVED	CHANGE FY2002-FY2003
TOTAL EXPENDITURES	\$ 179,279	\$ 192,600	\$ 194,800	\$ 200,800	4.3%
EXPENDITURE DETAIL					
Personnel Board	179,279	192,600	194,800	200,800	4.3%
Recoveries	0	0	0	0	0%
TOTAL	\$ 179,279	\$ 192,600	\$ 194,800	\$ 200,800	4.3%
SOURCES OF FUNDS					
General Fund	\$ 179,279	\$ 192,600	\$ 194,800	\$ 200,800	4.3%
Other County Operating Funds:					
TOTAL	\$ 179,279	\$ 192,600	\$ 194,800	\$ 200,800	4.3%

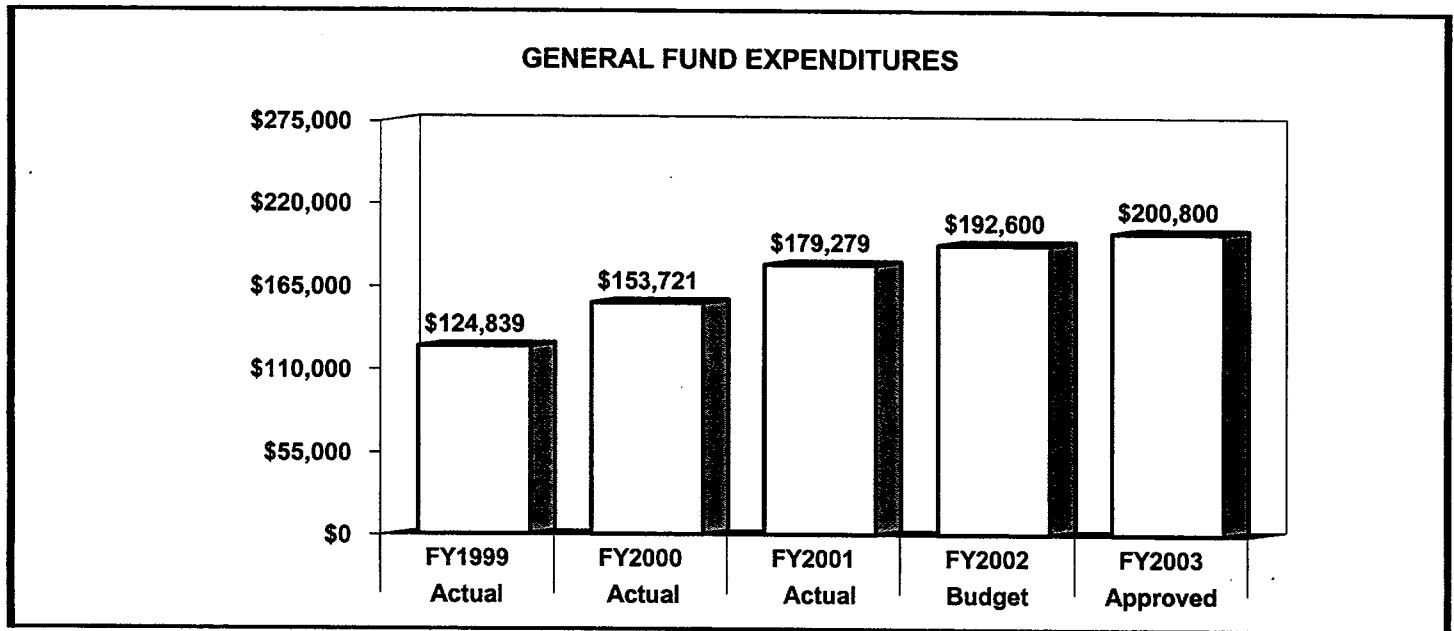
FY2003 SOURCES OF FUNDS

The Personnel Board is fully supported by the General Fund.

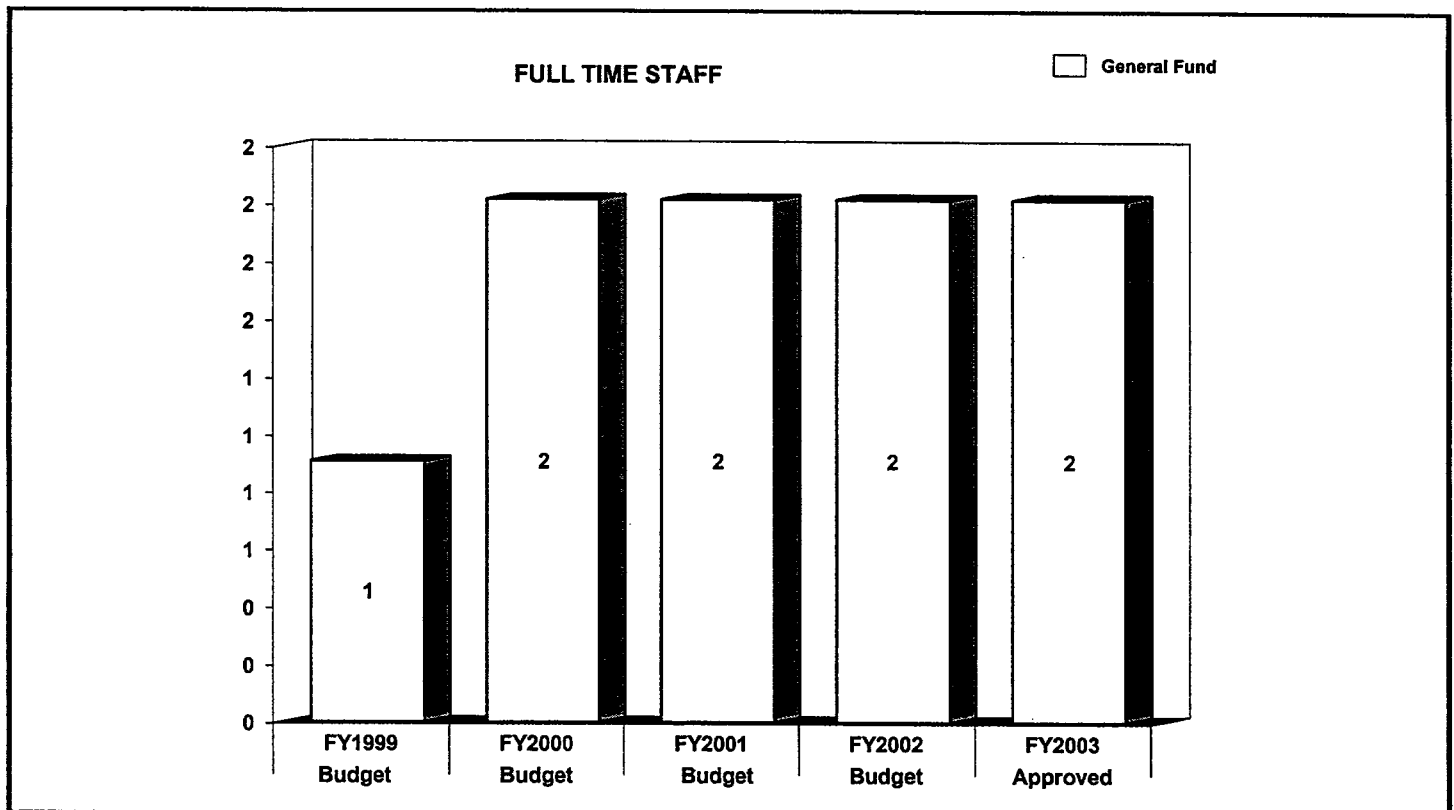


	FY2001 BUDGET	FY2002 BUDGET	FY2003 APPROVED	CHANGE FY2002-FY2003
GENERAL FUND STAFF				
Full Time - Civilian	2	2	2	0
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term Grant Funded	0	0	0	0
OTHER STAFF				
Full Time - Civilian				
Full Time - Sworn				
Part Time				
Limited Term Grant Funded				
TOTAL				
Full Time - Civilian	2	2	2	0
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	0	0	0

POSITIONS BY CATEGORY	FULL TIME	PART TIME	LIMITED TERM
Administrative Assistant	1	0	0
Administrative Aide	1	0	0
TOTAL	2	0	0



Funding increased in FY2002 due, in part, to a new office automation charging structure. For FY2003, the Board will receive a 4.3% increase in funding.



Staffing for the Personnel Board changed from one full-time position and one part-time position to two full-time positions in FY2000. This change facilitates the agency's efforts in reducing its backlog of appeal cases.

PERFORMANCE MEASURES	FY1999 ACTUAL	FY2000 ACTUAL	FY2001 ACTUAL	FY2002 ESTIMATED	FY2003 PROJECTED
PERSONNEL BOARD					
Number of Appeals Filed	86	118	124	75	60
Number of Appeals Processed	67	61	129	79	75
Number of Appeals Pending	250	308	300	292	189
<p>Changes to recent personnel laws provide for more efficient handling of some appeals that do not require full review by the Personnel Board.</p> <p>Performance measures do not include any allowances for appeals resulting from special circumstances, such as applicant appeals, reduction-in-force, etc.</p> <p>Administrative appeals are filed with the Personnel Board when an employee and/or applicant is aggrieved by a decision of management and/or the Personnel Officer. The County Charter and the Personnel Law provides an avenue of appeal for the employee and/or applicant to have a hearing by a neutral, independent, objective body to review their case. The Board may examine a myriad of cases that include, but are not limited to, applicant appeals, grievances, adverse actions (suspensions, dismissals, etc.), and petitions for reimbursement of legal fees and/or court costs.</p>					

	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATED	FY2003 APPROVED	CHANGE FY2002-FY2003
EXPENDITURE SUMMARY					
Compensation	\$ 115,551	\$ 117,800	\$ 121,500	\$ 125,400	6.5%
Fringe Benefits	21,984	22,600	21,100	22,200	-1.8%
Operating Expenses	41,744	52,200	52,200	53,200	1.9%
Capital Outlay	0	0	0	0	0%
	\$ 179,279	\$ 192,600	\$ 194,800	\$ 200,800	4.3%
Recoveries	0	0	0	0	0%
TOTAL	\$ 179,279	\$ 192,600	\$ 194,800	\$ 200,800	4.3%
STAFF					
Full Time - Civilian	-	2	-	2	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%

Compensation costs for FY 2002 and FY 2003 include funds for merit increases and cost of living adjustments.

Operating expenditures grew slightly from FY2002. However, allowances increased by 18% in FY 2003 as mandated by CB-22-2000, comprehensive personnel law reform legislation. Also, the Personnel Board was provided additional funds to its training account to administer an orientation session for incoming board members.

MAJOR OPERATING EXPENDITURES FY2003		
Allowances	\$	22,700
Office Automation	\$	9,700
Training	\$	6,000
General and Administrative Contracts	\$	5,000
Telephones	\$	3,400

